Personnel Manager

MYOB Payroll Export

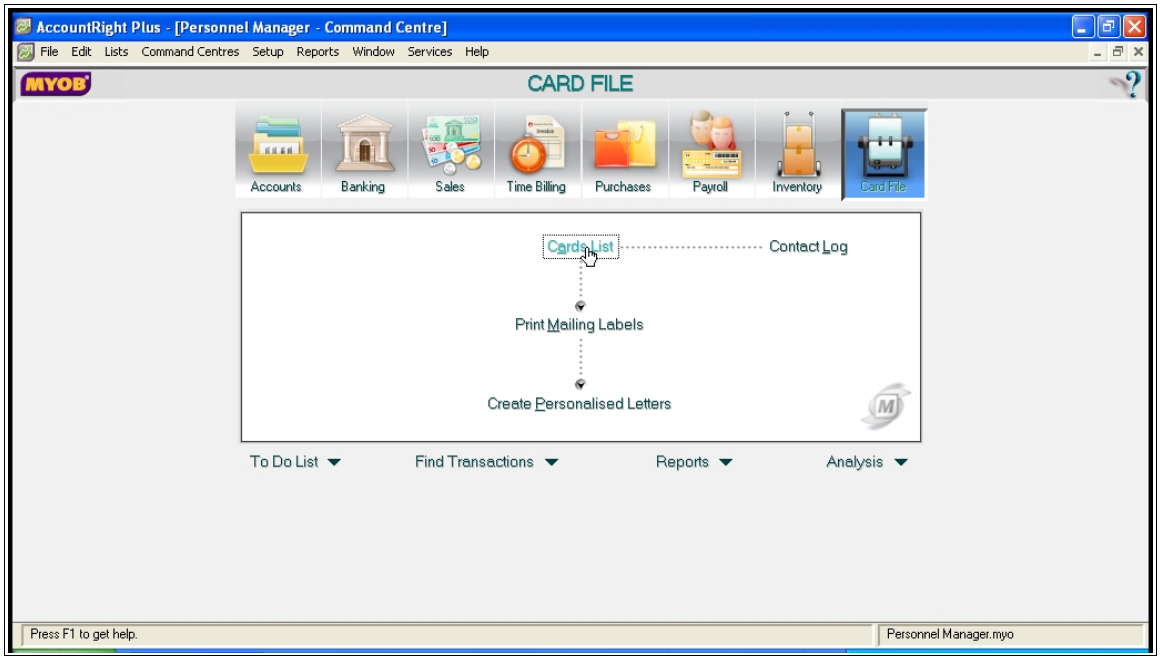
Import/Export Instructions

Part A : Crew Member MYOB Card ID

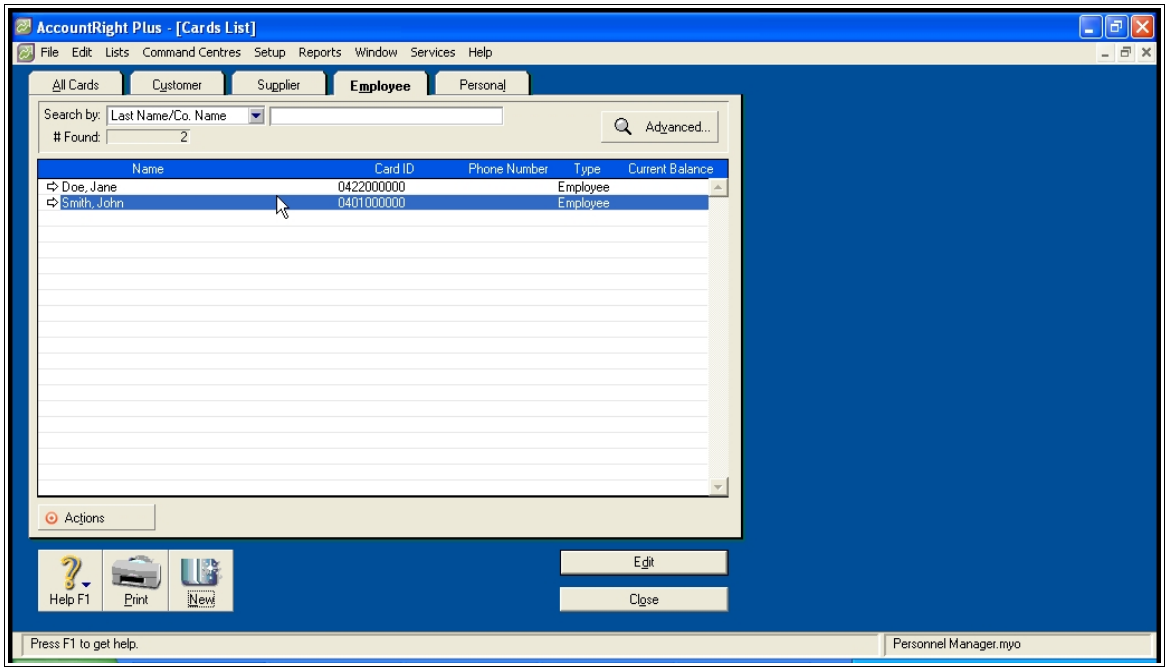
Please ensure that Personnel Manager has the correct MYOB Card ID for each crew member. You can view or edit the MYOB Card ID on the Crew Page.

To view/edit the crew members Card ID in MYOB :

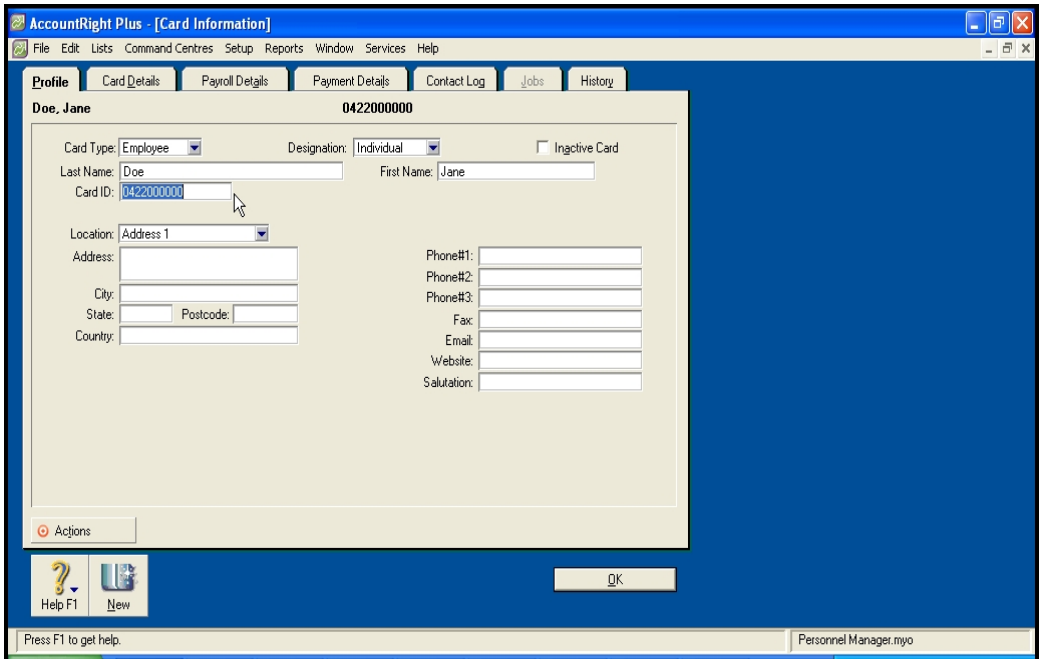
1. Go to the **Cards** tab in the Command Centre and click on **Cards List**.



2. Select the **Employee** tab and you will see a list of Employees and their Card IDs



3. Double-click an Employee (Crew Member) to open their Card.



4. Enter a new Card ID and press **OK** to save.

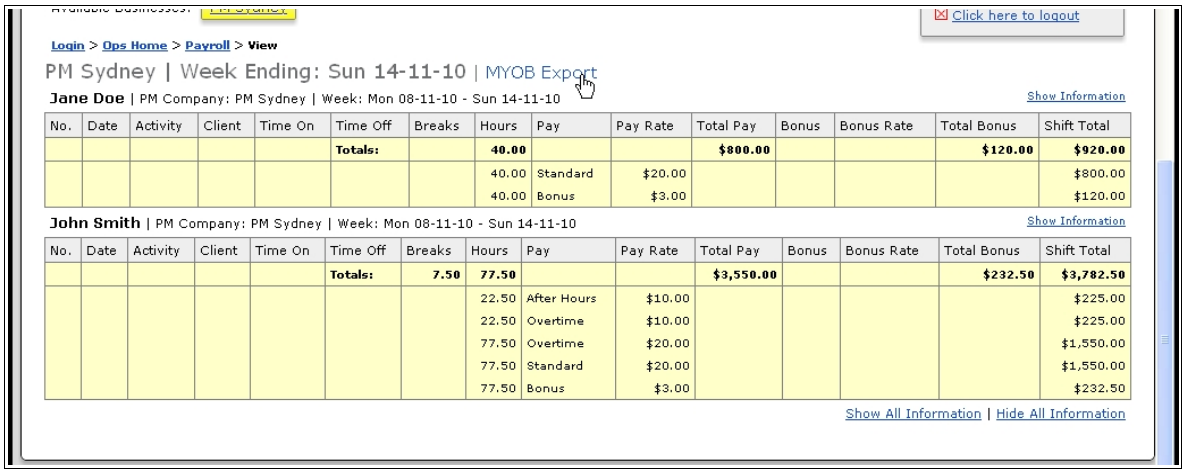
Part B : Payroll Categories

Create the Payroll Categories you wish to use with Personnel Manager.
Please make sure all crew are assigned to these categories in MYOB.

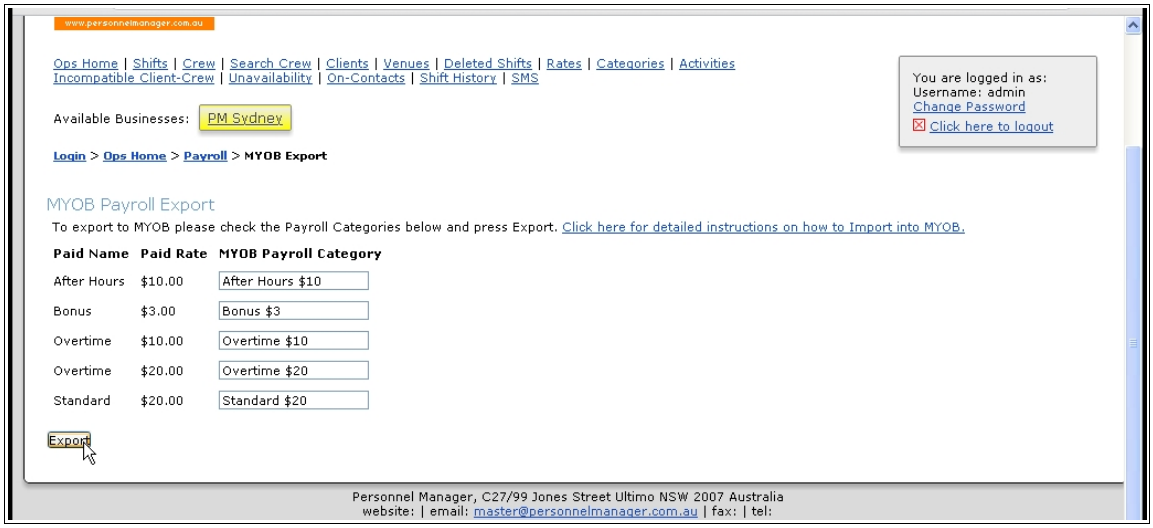
Consult the MYOB User Manual for instructions on how to do this.

Part C : Export from Personnel Manager

1. View the payroll week you wish to export.
2. Click the MYOB Export link located next to the company you wish to export.


Click here to logout
Login > Ops Home > Payroll > View
PM Sydney | Week Ending: Sun 14-11-10 | MYOB Export
Jane Doe | PM Company: PM Sydney | Week: Mon 08-11-10 - Sun 14-11-10
Show Information
John Smith | PM Company: PM Sydney | Week: Mon 08-11-10 - Sun 14-11-10
Show Information
Show All Information | Hide All Information

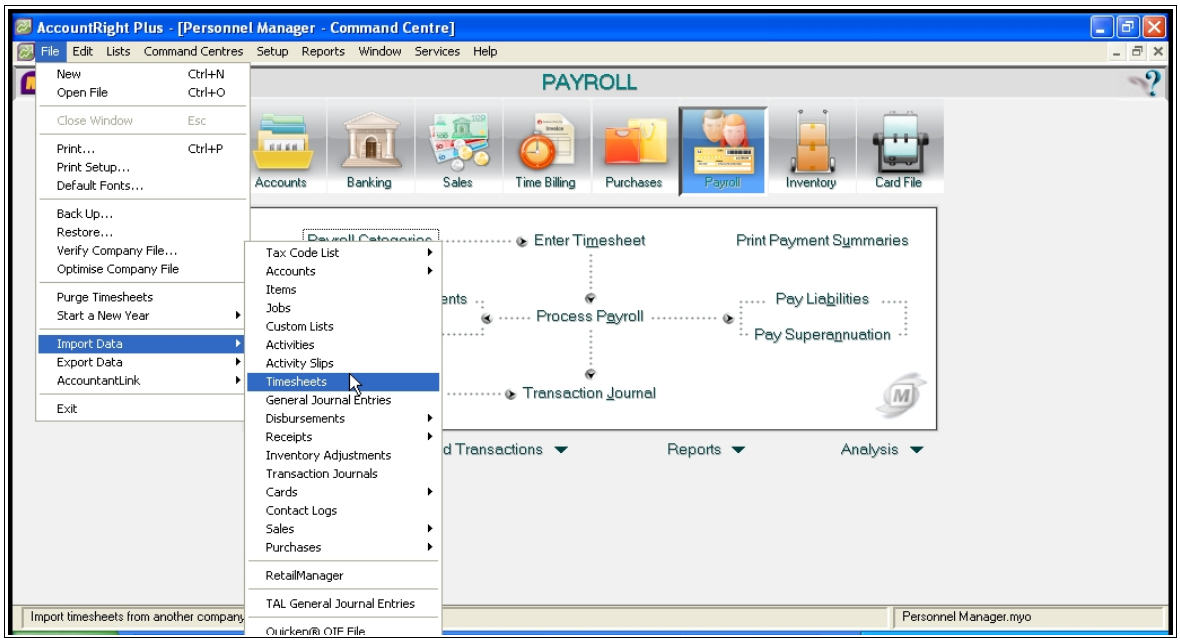
3. You will be presented with a list of rates. Enter the corrosponding MYOB Payroll Category for each rate.


Ops Home | Shifts | Crew | Search Crew | Clients | Venues | Deleted Shifts | Rates | Categories | Activities
Incompatible Client-Crew | Unavailability | On-Contacts | Shift History | SMS
You are logged in as:
Username: admin
Change Password
Click here to logout
Available Businesses: PM Sydney
Login > Ops Home > Payroll > MYOB Export
MYOB Payroll Export
To export to MYOB please check the Payroll Categories below and press Export. Click here for detailed instructions on how to Import into MYOB.
Paid Name Paid Rate MYOB Payroll Category
After Hours $10.00 After Hours $10
Bonus $3.00 Bonus $3
Overtime $10.00 Overtime $10
Overtime $20.00 Overtime $20
Standard $20.00 Standard $20
Export
Personnel Manager, C27/99 Jones Street Ultimo NSW 2007 Australia
website: | email: master@personnelmanager.com.au | fax: | tel:

4. Press **Export** to save changes and export a TXT file.
5. You will be presented with a file download. Save the TXT file to your desired location.

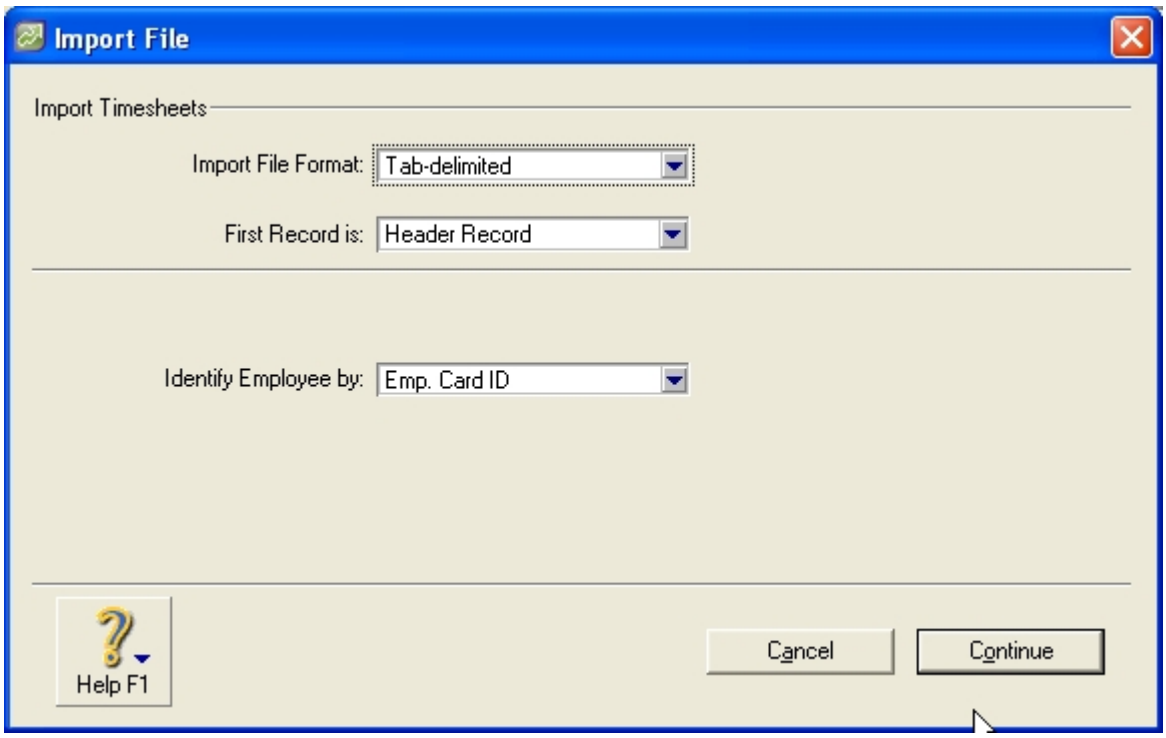
Part D : MYOB Import

1. Go to F**ile** → I**m**po**r**t Da**t**a → Times**hee**ts



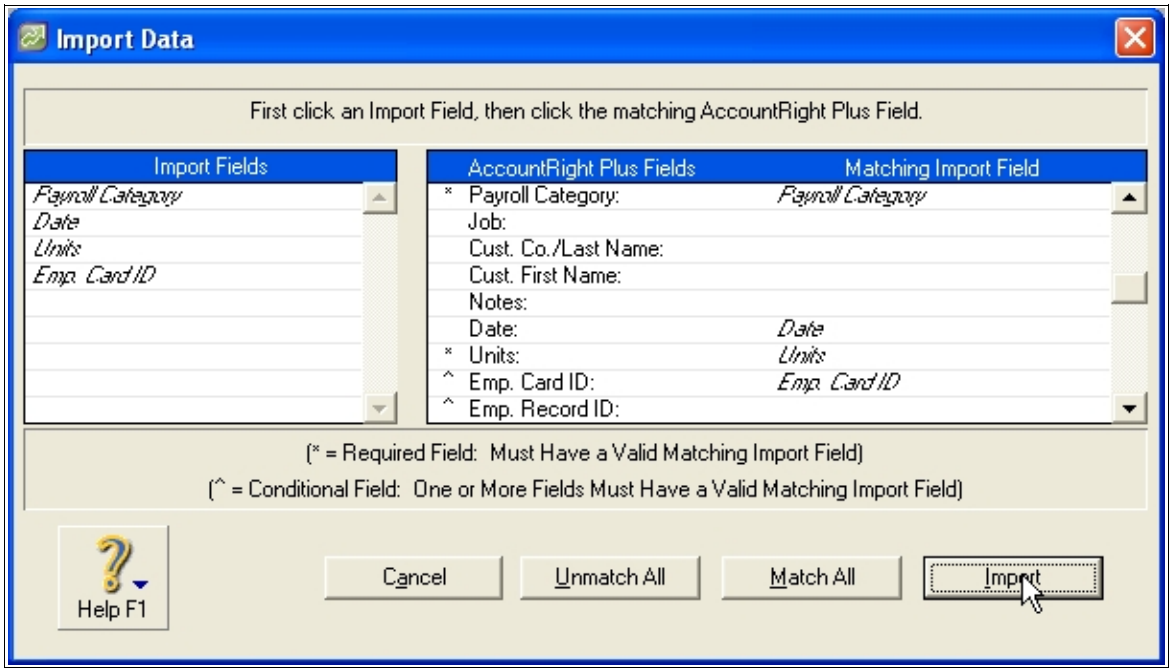
2. You will be presented with a dialogue box. Please set the following options:

Input File Format	Tab-Delimited
First Record Is	Header Record
Identify Employee by	Emp. Card ID

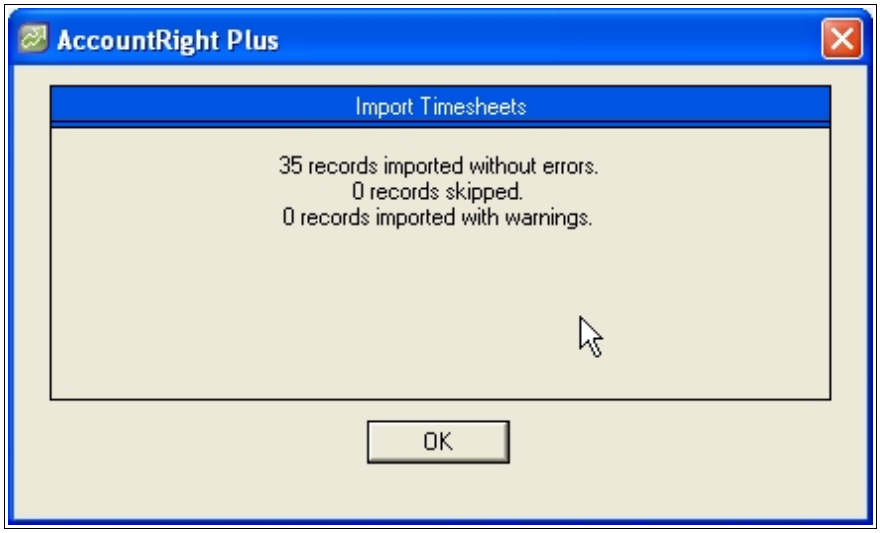


3. Select the file you wish to Import.

4. Match the fields to be imported.

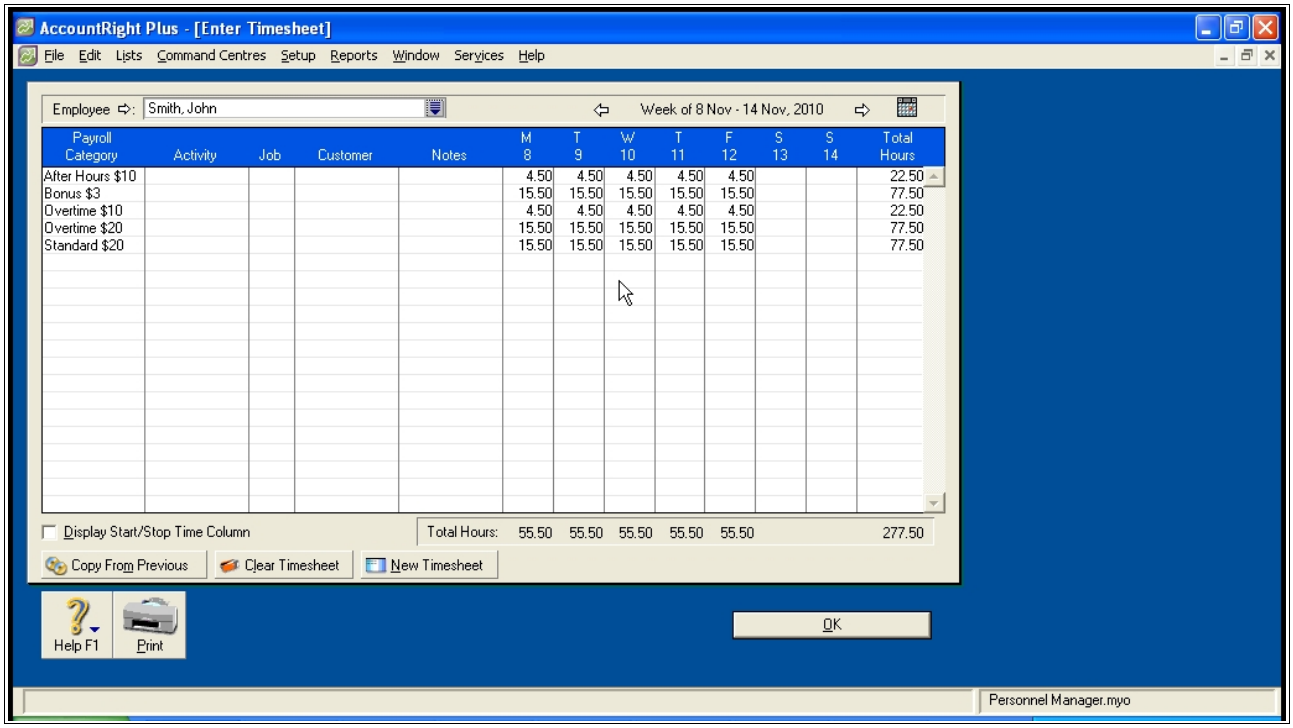


5. Press **Import**. You will see a success dialogue. If the dialogue shows that errors have occurred. **DO NOT IMPORT THE FILE AGAIN.** Importing again will result in duplicate timesheet entries.



Part E : Verify Import

You should now see timesheet entries for the imported dates.


AccountRight Plus - [Enter Timesheet]
File Edit Lists Command Centres Setup Reports Window Services Help
Employee: Smith, John
Week of 8 Nov - 14 Nov, 2010
Payroll Category | Activity | Job | Customer | Notes | M 8 | T 9 | W 10 | T 11 | F 12 | S 13 | S 14 | Total Hours
After Hours $10 4.50 4.50 4.50 4.50 4.50 22.50
Bonus $3 15.50 15.50 15.50 15.50 15.50 77.50
Overtime $10 4.50 4.50 4.50 4.50 4.50 22.50
Overtime $20 15.50 15.50 15.50 15.50 15.50 77.50
Standard $20 15.50 15.50 15.50 15.50 15.50 77.50
Display Start/Stop Time Column
Total Hours: 55.50 55.50 55.50 55.50 55.50 277.50
Copy From Previous
Clear Timesheet
New Timesheet
Help F1
Print
OK
Personnel Manager.myo